

SECRET

SAPC - 14676
Copy 4 of 6

13 April 1957

MEMORANDUM FOR: Project Director of Material

SUBJECT : Billing and Shipping Summary - Contract SC 21-54

25X1 1. Transmitted herewith in triplicate is subject document. Each
25X1 copy has been marked with the name of the individual in whose possession
it should remain after action. It is my belief that we can shortcut our
process of gaining receiving and inspection reports in this case if [redacted]
[redacted] will examine the attached and acknowledge receipt and acceptance on
the copy marked "Doug" on pages 1 through 10. The copy marked for Doug
should then be returned to me with Bob's certification appearing thereon.

2. We would utilize this instrument in the audit process, cross-
referencing it to the invoice against which payment is effected.

3. If you agree with the approach indicated herein, please forward
my copy of the attachment to Bob with a request that he promptly take the
action indicated and return the paper in order that it may be delivered
to the undersigned.

25X1 [redacted]
Project Comptroller

Attachment: a/s

Distribution:

- 0 & 1 - Addressee (w/att)
- 3 - Deputy Project Director
- ✓ 4 - SC 21-54
- 5 - Reading (Fin)
- 6 - Chrono

DNO/so

SECRET